Lawrence Berkeley National Laboratory
Contract Assurance Council
Monthly Meeting Minutes

Wednesday, June 12, 2007
University of California—Office of the president
Franklin Building, Room 9204

CAC members or representatives present:

Bob Foley	Anne Broome	Al Diaz
John Birely	Patrick Reed	John Layton
Buck Koonce, by phone	John Oakley, by phone	
Gary Falle for Bruce Darling, by phone	Judy Ackerhalt for Judy Boyette	

CAC members absent:

Larry Coleman	Bill Eklund for Jeff Blair
Bob Van Ness	

UCOP Staff:

Jim Hirahara	Ron Nelson, by phone
Sharon Eklund	Susan Thomas

Guest participants:

David McGraw, LBNL	Jeffrey Fernandez, LBNL	John Chernowski, LBNL
Sandy Merola, LBNL	Howard Hatayama, LBNL	
Jim Krupnick, LBNL		

Welcome/Action Items
Bob Foley welcomed members and guests to the Contract Assurance Council (CAC) monthly meeting. The Council decided to postpone the discussion of open action items to the next meeting.

PEMP Issues—Modifications, Performance Update, Risks, ISM CAP
John Chernowski explained the mid-year modifications to the PEMP. LBNL, BSO, and UCOP agreed to add three new measures—one in each of ES&H, Property, and Facilities—to the PEMP. The Lab has proposed a new strategy for measuring vehicle utilization by tracking the number of trips per vehicle per month. This approach will be developed and implemented by July 1, 2007. The Facilities Division is also in the process of developing the first DOE Office of Science (SC) annual maintenance plan and is still negotiating the final aspects of the Energy Management Performance Agreement with BSO.

Worst case risk projections based on second quarter data indicate that it is possible the Lab could fail to meet the B+ level of performance at the end of the fiscal year. Howard Hatayama discussed the higher risk ES&H areas with the Council. His Division is closely

monitoring environmental compliance to avoid further medical waste storage violations (wrong containers, labeling issues). Hatayama also explained the corrective actions the Lab has taken to address the DART and TRC rates with a defense-in-depth strategy involving line management, individuals, and ES&H staff. Ergonomics injuries are responsible for 60 to 65% of current total injuries. Hatayama emphasized that the Lab strongly encourages full reporting of safety incidents. Sandy Merola described the Segway incident and the breakdown in communications over banning Segways from the site. In an effort to earn "extra credit," it may be possible to complete some future ISM Corrective Actions this fiscal year.

Bevatron/B71 Update
David McGraw explained that the need for creating new experimental space is one of the major drivers of the project to D&D the Bevatron, but the lack of a champion at SC for the project has made project funding problematic. McGraw described the current status of seismic repairs on B71 and agreed with the Council on the importance of preparing a credible corrective action plan to address issues that arose in an independent evaluation.

CAC Charter
Jim Hirahara explained several proposed changes to the charter, which the Council subsequently approved. He asked Council members to review the minutes of this meeting when they are distributed along with minutes of the preceding two meetings and to let him know if there are any revisions needed. The Council agreed that if there were no responses from Council members, the minutes would stand approved.

Action Items:

#	Responsible Party	Action	Date Added	Status
28	Chernowski LBNL	Review all changes in the signature authority-related systems	01/10/07	**OPEN**
29	Fernandez LBNL	Determine if work is performed in UCB space that is required to be performed at the Lab, in violation of contract or appropriation provisions. (Using Contract 31 funding to perform work in UCB lab space [rather than in more costly LBNL space] does not constitute a cost accounting standard violation.)	01/10/07	**OPEN**
30	McGraw LBNL	Contact UCOP regarding availability of matching funds a child care facility	04/18/07	**OPEN**

31	McGraw LBNL	Contact Grace Crickette, UCOP, regarding the availability of site-wide risk-management software	04/18/07	**OPEN**
32	Hatayama LBNL	Explore with BSO the possibility of using third-party validation of the key seven CAs	04/18/07	**OPEN**
		On-going Actions		
5	Eklund UCOP	Schedule a ten-minute Executive Session at the close of each CAC quarterly meeting.	04/12/06	Quarterly Action
6	Eklund UCOP	Schedule quarterly CAC meetings to be held at LBNL.	04/12/06	Quarterly Action
7	Hirahara UCOP	Implement a call for agenda topics prior to each meeting.	04/12/06	Monthly Action
22	Fernandez LBNL Broome UCOP	• Report quarterly on supply chain initiative planned cost savings versus actual. • Report on discussion regarding LBNL and UCOP purchasing alignment and economies of scale	06/14/06	Quarterly Action

		Completed or Cancelled Actions		
1	Chernowski LBNL	Modify Risk Registry report to include a column in which BSO concurrence with the current status of the item can be indicated.	04/12/06	Cancelled
2	Chernowski LBNL	Plan C31 Risk Registry updates for the quarterly meetings and as-needed at the monthly meetings.	04/12/06	Done—next report at 07/12 meeting
3	Fernandez LBNL	Brief the Council on how LBNL is tracking cost savings and the current status.	04/12/06	Done—held on 6/14
4	Chernowski LBNL	Schedule a dry run of the presentation to senior LBNL and BSO management of second quarter performance. (UC-internal only).	04/12/06	Done—held on 05/02
8	Merola LBNL	Provide the Council with the number of LBNL PIs working with controlled substances.	05/10/06	Done—presented on 6/14

9	Merola LBNL	Provide the Council with the quantity of controlled substances ordered by LBNL annually.	05/10/06	Done—presented on 6/14
10	Merola LBNL	Provide the Council with the number of discrete locations where controlled substances are handled at LBNL.	05/10/06	Done—presented on 6/14
11	Hatayama LBNL	Personally review LBNL controlled substance and drug precursor processes and personnel to assure appropriate controls are in place—report back to CAC.	05/10/06	Done—presented on 6/14
12	Hatayama LBNL	Personally review LBNL select agent processes and personnel to assure appropriate controls are in place—report back to CAC.	05/10/06	Done—presented on 11/08
13	Eklund UCOP	Add *Select Agents* as a topic to a future CAC agenda.	05/10/06	Done—presented on 11/08
14	Eklund UCOP	Add *Accounts payable* as a topic to a future CAC agenda.	05/10/06	Done—presented on 7/12
15	Krupnick LBNL	Provide CAC with further detail on the thorium inventory and reportability.	05/10/06	Done—presented on 7/12
16	Merola LBNL	Provide LBNL Advisory Board report to CAC when complete.	05/10/06	Done—presented on 8/9
17	Hirahara LBNL	Invite Aundra Richards to 07/12 Quarterly CAC Meeting.	05/10/06	Done—discussed on 6/14
18	Koonce LBNL	Identify the UCOP senior management "owner" of the LBNL bonding issue.	05/10/06	Done—presented on 6/14
19	Merola/ Burnside LBNL	• Define operational requirements and associated agreements in regard to LBNL research on UCB campus. This includes ES&H and other operational requirements. • Share results of the upcoming meeting of the Burnside Committee.	06/14/06 (modified 10/11/06)	Done—presented on 12/13
20	Merola LBNL	Explain how LBNL manages Principal Investigators.	06/14/06	Done—presented on 9/13
21	McGraw/ Hatayama LBNL	Report on controlled substances process improvements.	06/14/06	Done—held on 01/10

23	Koonce/ Eklund UCOP	Provide Susan Thomas, UC-GC, a copy of the policy and procedures regarding who in Purchasing should have access to the vendor master.	07/12/06	Done—sent on 07/19
24	Krupnick LBNL	• Provide further detail on LBNL Advisory Board report (independent operating ventures and need for review of oversight mechanisms references). • Provide written response regarding operating ventures.	08/09/06 (modified 10/13/16)	J. Krupnick verified that the Board was referring to the LLC when using the term "independent operating ventures."
	Nelson UCOP	• Discuss UCOP plan for oversight		Done—held on 01/10
25	McGraw LBNL	Provide Council members with the LBNL pie chart that indicates how many PIs are from various campuses and other universities.	09/13/06	Done— presented on 12/13
26	McGraw LBNL	Provide progress report on consolidation of authorities project and milestones for project completion.	09/13/06	Done—held on 01/10
27	McGraw LBNL	Supply the Council members with a copy of the address Director Chu sent to LBNL PIs on the subject of their responsibilities.	09/13/06	Done—sent with September meeting minutes